

**Final Minutes**  
**Town of Brookline Selectboard Meeting**  
**Wednesday, October 4, 2023**

**Present:**

**Selectboard (SB):**

**Town Officers:**

**Public:**

Dorothy Maggio (DM) (Chair)  
Stanley Noga (SN) (Vice-Chair)  
Paul Madalinski (PM) (via Zoom)  
Somara Zwick (SZ)

E Mark Bills (EMB) (Highway  
Supervisor)  
Vanessa Ballou (VB) (Recording  
Clerk)

FactTV online

**1. Dorothy Maggio called the meeting to order at 6:49 PM.**

Bruce Mello was not present.

**2. Any Changes to the Agenda**

The following agenda items under 7. Reports and Updates were tabled: C. Building Commissioner, D. Energy Committee, and F. 911 Coordinator.

**3. Members of the Public**

A. Scheduled Members of the Public

None

B. Unscheduled Members of the Public

None

**4. Review/Approve Draft Minutes**

A. Regular Meeting Minutes – September 20, 2023

SN identified minor changes to the minutes. DM motioned to approve the minutes as amended; SN seconded; motion approved unanimously by 4 SB members present.

**5. Warrant Orders**

A. Payroll Warrant

DM made a motion to concur with the actions of having her sign the **payroll warrant 2413** dated September 27, 2023 in the amount of \$2,388.58; SZ seconded; the motion was approved unanimously by 4 SB members present.

B. Accounts Payable Warrant

DM made a motion to approve **accounts payable warrant 2414** dated October 4, 2023 in the amount of \$18,782.33; SN seconded; the motion approved unanimously by 4 SB members present.

**6. Contracts Awarded**

A. Award Contract for Winter Road Salt 2023 – 2024

As indicated by the agenda, quotes were received from Cargill and American Rock Salt. Pricing with delivery as follows:

- Cargill estimated \$86/ton
- American Rock Salt estimated \$95.50/ton.

DM made a motion that the Town award the winter road salt (deicer) contract to Cargill at \$86/ton; SN seconded; approved unanimously by 4 SB members present. DM will follow-up with Cargill.

- B. Review Request for Proposal (RFP) for Painting Steeple/Doors/Shutters on BMH in 2024  
The SB discussed the revised RFP. DM made a motion to approve the RFP for the painting of the Historic Brookline Church steeple, shutters, and two front doors by a lead certified, insured painter for next year; SZ seconded. The SB decided that work should be completed by September 1, 2024. The motion, including the completion date of September 1, 2024, was approved unanimously by 4 SB members present.

DM will arrange to have the RFP advertised; with bids to be reviewed at the November 1<sup>st</sup>, 2023 SB meeting.

## **7. Reports and Updates**

### **A. Highway Supervisor - E. Mark Bills**

#### **i. Completed Projects**

- Work on Holland Hill is now completed – 24-inch plastic culvert and 2 concrete headwalls have been installed. Ditches have been stone-lined on both sides of the road and gravel was applied to the road to improve drainage. EMB also improved the drainage at a segment at the end of Bennett Road as well as at the intersection between Bennett Road and Purple Mountain Road. The Town received a letter from residents on Purple Mountain Road expressing their appreciation for the high quality of work and materials.

This work also fulfills the Town's requirement to the state's road segment mitigation program (Clean Water Act).

- During this past year the residents of Harris Hill Road have expressed their concern about the undermining of the road pavement. EMB dug out and put in ditch stone to repair the area.
- EMB leveled out an area on Putney Mountain Road using gravel obtained from cleaning out the ditches on Harris Hill Road and touched up multiple roads.
- FEMA-related repairs to the undermined road adjacent to the Rink property have been completed – including shoring up the town road that supports part of the bridge to the Rink's property.

#### **ii. Planned Projects**

- EMB has identified a couple of large trees that should be removed. The SB discussed asking an arborist (Henry Carr) for an estimate.
- The Town currently has a small quantity of ¾ inch crushed stone to be used for mud season. EMB would like to order five 14-yard loads – 70 total yards. The estimated cost is \$28/yards or \$1,960 total. Following discussion, the SB recommended that EMB go ahead and order the material.

#### **iii. Other TBD**

- EMB described potential future projects requiring the use of A. S. Clark's hydraulic hammer to correct areas where drainage is a problem and correct blind hill corners.
- Broken concrete on Ellen Ware Road. The SB is meeting with FEMA representative and will follow-up.

B. Highway Grants/Contracts – S. Noga

i. MTAP – Contract revisions

SN presented the revisions to the MTAP agreement and DM signed the revised, final agreement. SN will scan and distribute the executed contract. SZ recommended having Maggie Foley attend an SB meeting to provide an overview of MTAP for the SB and for the community.

ii. Highway Equipment Paperwork

SN prepared contracts covering the following: 1) plowing and sanding/spreading salt on the roads, 2) delivering sand; and 3) work to be completed by A. S. Clark to fix damage of right of way near Rink bridge. The SB agreed that signatures from the three SB members present in the Town Office would be sufficient to execute these contracts.

iii. Grants in Aid (GIA # 274)

This grant covers work on Kirsch and Hill Roads. Windham Regional Commission (WRC) was responsible for oversight of this work; the grant provides up to \$1,500 to cover WRC. SN has contacted Jeff Nugent for an invoice. Once the invoice is received and paid, the Town can submit to VTrans for reimbursement.

iv. TBD

- SN submitted a letter to FEMA concerning Holland Hill Road to clarify whether FEMA agreed to cover remediation or only restoration to its original condition.
- Colin Brat (WRC) sent SN three documents describing other potential road work that could be performed in the next 24 months under a grant. A 6-page grant application needs to be filed by December 8, 2023 if the Town is interested in any of the options.
- The SB recognized that an Administrative Assistant is needed to help manage the Town's paperwork.

C. Building Commissioner – B. Mello

Tabled.

D. Energy Committee – S. Zwick

Tabled. The next meeting is Friday, October 6, 2023 at 4:00 PM.

E. Planning Commission - S. Zwick

- i. The Committee met last Saturday, September 30<sup>th</sup> and the members agreed to read a previous survey and Town Plan in preparation for the next meeting scheduled for October 28<sup>th</sup>. The current members include SZ, SN, Barbara Bourne, Charlie Ezequelle, Chris Daley, and Oliver Ames. Other residents may be interested. DM will send an email via the Listserve to inform residents of the MTAP, hazard mitigation, Planning Commission, and Energy Committee work; the MTAP and Planning Commission have the most immediate needs.

F. 911 Coordinator – P. Madalinski

Tabled.

G. Selectboard Chair Report – D. Maggio

- i. ACO - Health Dept - GCH report of Dog Bite

A hiker who was walking her dog on Putney Mountain, on the Brookline side, was bitten by a stray dog. She went to the hospital for treatment but refused rabies treatment.

DM followed up with Mark Anderson in Brattleboro regarding Animal Control services. He explained that the core service areas are dealing with vicious animals, stray animals, quarantining animals, and animal registration violations and will get back to her with additional information.

ii. Hazard Mitigation Plan with WRC Margo Ghia

As indicated on the agenda, the SB is encouraging residents to participate in a survey and meetings regarding hazard mitigation.

- Wednesday Oct 11th 6:30-8:00 PM Hybrid Meeting Part 1
- Saturday Oct 28th 10:00-11:30 AM Hybrid Meeting Part 2

iii. FEMA

\*Update storm 4621 – discussed above.

\*Update storm 4720 - RFP development - – discussed above.

\*FEMA Project Manager Michael Berenson Meeting at 10 AM Thursday October 5th at Town Hall - Approx 2-hour work meeting on portal Instructions etc.

iv. TBD

Southern Vermont Get On Board (SoVT Get on Board) Update

Leadership training is available – the first session is October 11th. Registration cost is \$150 for up to two people; scholarships are available.

H. Any other Selectboard Comments or Concerns

None.

**8. Unfinished Business**

A. Labor Pay Policy development discussion - Tabled on 9/20/23

- i. The Town needs to have a labor pay policy, including pay for overtime hours. FEMA has requested a copy of this in the past. SZ will discuss further at the November SB meeting.
- ii. The SB discussed a description drafted by SN with input from EMB for on call road crew help and agreed on changes and advertising. The SB discussed the hourly pay rate; the lower end of the range would be \$19/\$19.50. SN recommended that the Town have an application form for the position – to be discussed further at the next meeting.

B. Town Wide Reassessment discussion - Tabled on 9/20/23

Helen Holt has contacted NEMRC regarding the cost and timeline for the Town's property reassessment. The timeline is running at 2 to 4 years out. Extensions are being given for up to 4 years.

C. Resident request to study / discuss the safety of walkers and bikers on Grassy Brook Road - specifically at the bends along the river between Harris Hill/Dutton Farm driveway and the Red house on the West River.

SZ stated that correcting this segment of the road could be a priority and possibly addressed either through MTAP and/or hazard mitigation because of the proximity to West River. This road segment is dangerous to walkers and bikers and part of the road's

foundation is bad and should be dug up and replaced. MTAP probably offers the best path forward.

D. ACH monitoring discussion - Tabled on 9:20 23

SZ stated that paying for an external monitoring system shouldn't be needed. The Town is already doing a review and reconciliation of bank statements on a regular basis – although, ideally an independent person such as one of the auditors should perform this check.

E. Get On Board Leadership Program – SeVEDS

See above (7.G.iv.)

F. BUDGET Development discussion - schedule for 2024- 2025 Budget.

The SB agreed to begin budget development in November as part of regular SB meetings and target completing the budget by December 15<sup>th</sup>, 2023.

**9. Communications**

A. Email

i. Brattleboro Development Credit Corporation : SeVEDS

Has made a request for \$1,590.00 at town meeting – based on \$3/person and a request to attend an SB meeting – which could occur as soon as the next SB meeting.

ii. Drive Fire Hydrant program sent information regarding grants for rural areas without town water sources. The SB identified ponds that could be a source for such hydrants. DM will follow-up with property owners to determine their interest.

iii. Email received from a resident offering firewood for residents in need. The wood is from hardwood trees that are being cut down, will need to dry over the winter, and will be available next spring.

B. Regular Mail

i. Other communications include a letter from Bernie Sanders with his Senate Newsletter and thank you note from Vermont Family Network for the Town's donation.

**10. Set Agenda for next meeting on October 18, 2023**

A. Inner Fire Act 250 Details

Town's responsibilities are related to environmental conditions on the property such as drainage, condition of driveway throughout the year, presence of sand barrels and supplies of gravel/crushed stone for road repairs, presence of sprinklers in main structure, etc.

B. Budget

C. Job application

D. Finances available for tree work

E. Administrative Assistant job description

**11. Adjourn the Meeting**

Meeting Adjourned at **8:49 PM**.

Respectfully submitted,  
Vanessa Ballou  
Recording Clerk